

**STATE OF IDAHO
DIVISION OF BUILDING SAFETY
HVAC BUREAU**

**1090 EAST WATERTOWER STREET
MERIDIAN ID 83642
(208) 334-6180**

INFORMATION FOR LICENSE APPLICANTS

THIS INFORMATION SHEET IS PREPARED TO ACQUAINT ALL APPLICANTS WITH THE REQUIREMENTS AND PROCEDURES NECESSARY TO SUCCESSFULLY FILE AN APPLICATION AND TAKE THE EXAMINATION TO OBTAIN THE CERTIFICATE OF COMPETENCY REQUIRED BY IDAHO LAW.

APPRENTICE

APPRENTICES ARE THOSE PERSONS ENGAGED IN LEARNING THE TRADE. AN INDIVIDUAL MUST BE ATLEAST EIGHTEEN (18) YEARS OF AGE. THE REGISTRATION FEE IS \$15.00. IN ORDER TO MAINTAIN APPRENTICE REGISTRATION, AN INDIVIDUAL MUST BE EMPLOYED BY A LICENSED HVAC CONTRACTOR, WORK UNDER THE SUPERVISION OF A JOURNEYMAN, MAINTAIN ENROLLMENT IN OR SUCCESSFULLY COMPLETE A TRAINING PROGRAM APPROVED BY THE BOARD AND MAINTAIN STATE REGISTRATION YEARLY.

JOURNEYMAN

AN APPLICANT FOR AN HVAC JOURNEYMAN LICENSE MUST HAVE A MINIMUM OF FOUR (4) YEARS WORKING IN THE TRADE, IN COMPLIANCE WITH THE REQUIREMENTS OF THE STATE IN WHICH THE APPLICANT RECEIVED HIS/HER SUPERVISION, OR AS A REGISTERED HVAC APPRENTICE MAKING HVAC INSTALLATIONS ON THE JOB UNDER THE SUPERVISION OF A QUALIFIED HVAC JOURNEYMAN AND COMPLETE ANY REQUIRED APPRENTICESHIP TRAINING COURSES. APPLICANTS MUST ALSO SUCCESSFULLY COMPLETE THE STATE HVAC JOURNEYMAN EXAMINATION.

CONTRACTOR

AN APPLICANT FOR AN HVAC CONTRACTOR LICENSE MUST PROVIDE PROOF OF HAVING LEGALLY ACTED AS AN HVAC JOURNEYMAN FOR A PERIOD OF NOT LESS THAN TWENTY FOUR (24) MONTHS. APPLICANTS MUST SUCCESSFULLY COMPLETE THE STATE HVAC CONTRACTOR EXAMINATION. A PERFORMANCE BOND IN THE AMOUNT OF TWO THOUSAND (\$2,000) DOLLARS WILL ALSO NEED TO BE PROVIDED.

TEST INFORMATION

THE STATE OF IDAHO CONTRACTOR AND TRADES EXAMINATION IS PROVIDED BY THE INTERNATIONAL CODE COUNCIL (ICC). INFORMATION ABOUT THE EXAMINATION AND TESTING SITES CAN BE FOUND ON THEIR WEBSITE, [HTTP://WWW2.ICCSAFE.ORG/CONTRACTOR/](http://www2.iccsafe.org/contractor/)

COMPLETE IDAHO HVAC STATUTES AND RULES MUST BE REVIEWED BY ALL APPLICANTS PRIOR TO SUBMITTING AN APPLICATION.